

**Morehead State University  
Special Collections & Archives  
Archives Accession Form**

**Department or Office:** Human Resources & Payroll Office

**Collection Title:** Job Descriptions, 1988-2001

**Record Group Number:** RG047-20-02

**Date transferred:** No date of transfer listed.

**Processed by:** Shelby Hester & Dieter C. Ullrich

**Cataloged by:** Dieter C. Ullrich

**Date Listed:** July 10, 2020

**Date Span:** 1988-2001

**Size of Collection:** 3.25 linear feet.

**Number of Boxes:** 6 letter size document cases and 1 letter half size document case.

**Type of Material:** Office files.

**Condition of Material:** Good.

**Arrangement:** Organized alphabetically by position or job title.

**Historical Information:** The responsibilities and duties of Human Resources & Payroll Office were initially performed by the Business Manager prior to establishment of the Office of Business Management in 1965 and later the Office of Business Affairs in 1968. In 1977, the office was transferred into the newly organized Bureau of Fiscal Affairs and in 1985 was reorganized as the Office of Personnel Services. The office was renamed Human Resources in 1995 and was combined with the Payroll Office in 2007. Presently, the Human Resource and Payroll Office provides and full range of personnel services and support for faculty, staff and external clients.

**Scope and Content:** Collection consists of job descriptions created and retained by the Office of Human Resources & Payroll at Morehead State University from 1988 to 2001.

**Subject Headings / Descriptors:**

Morehead State University. Human Resources & Payroll Office.

Morehead State University – History.

Morehead State University – Employees.

Morehead State University – Personnel management.  
Morehead State University – Job descriptions.

**Notes:**